

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO.:

06-17

OPEN:

November 13, 2006

CLOSE:

When filled

**POSITION, TITLE, GRADE
AND SALARY:**

Secretary to Senior Staff Attorney
CL 26/01, \$39,499 – CL 26/61, 64,244
depending upon experience and current
salary

LOCATION OF POSITION:

United States Court of Appeals
for the Federal Circuit
717 Madison Place, N.W.
Washington, D.C. 20439

BRIEF DESCRIPTION OF DUTIES: Performs all duties as directed and scheduled by the Senior Staff Attorney including: (1) managing office and updating office publications; (2) processing orders and correspondence, filing orders in the clerk's office, and preparing documents for mailing to the parties; (3) receiving and screening visitors and telephone calls; (4) receiving correspondence and directing it to the appropriate staff member for action; (5) typing correspondence and memoranda and editing material for uniformity of style, citation and format; (6) creating and organizing files; (7) monitoring and tracking status of pending motions; (8) attending to details of pending matters; (9) coordinating work with other offices; and (10) serving as a secretary to a judge upon request.

MINIMUM REQUIREMENTS: At least five years of experience as a secretary is preferred, and experience as a legal secretary is also preferred. Accurate spelling and typing skills are essential, with demonstrated ability to use Word 7.0 software. Transcript of academic record may be required. Good organizational skills are essential.

SUBSTITUTION: Study successfully completed in a school or university may be substituted as follows: (1) study completed in an academic institution above high school level may be substituted for nine months experience; and (2) study completed in law school may be substituted on the basis of one academic year for one year of experience. Experience in a court's clerk's office may be substituted for secretarial experience if the duties were otherwise similar to the majority of duties summarized above.

SEND RESUME or an OF 612 TO:

Send a cover letter with a resume or an SF 171, Application for Federal Employment, or OF-612, Optional Application for Federal Employment to:

Ruth A. Butler
Administrative Services Officer
U.S. Court of Appeals for the Federal Circuit
717 Madison Place, N.W., Suite 412
Washington, DC 20439
(202) 312-3480

Applications may also be transmitted by e-mail to RuthB@cafc.uscourts.gov or fax to 202-633-6453.

The United States Court of Appeals for the Federal Circuit is an Equal Employment Opportunity employer.

Applicants must be United States Citizens or eligible to work in the United States. Selected applicant is subject to background investigation. New employees will be fingerprinted.

This position is subject to mandatory Electronic Fund Transfer program (EFT) participation for payment of Net pay.